

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

ANNOUNCEMENT #: ARNGT 04-043

OPENING DATE: 27 February 2004

CLOSING DATE: 15 March 2004

ANTICIPATED FILL DATE: 2 May 04

POSITION TITLE AND NUMBER

Readiness Technician (Exc Indef)
PDCN 70530000, MD # 2546-01

UNIT/ACTIVITY AND DUTY LOCATION

382nd MPAD, NCARNG,
NCARNG, Raleigh, North Carolina

GRADE AND SALARY (Includes Locality Pay of 10.09%)

GS-0303-07 \$32,447.00 - \$41,095.00 per annum

EMPLOYMENT STATUS

Excepted Service

WHO CAN APPLY: The area of consideration for this announcement is STATEWIDE. Applications will only be accepted from current Excepted employees of the North Carolina National Guard, current military members of the North Carolina National Guard and individuals who are eligible and willing to enlist in the North Carolina Army National Guard.

HOW TO APPLY: Interested applicants may apply by submitting an Application for Federal Employment (Standard Form 171), Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is REQUIRED that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. The application and KSA Statement should be mailed to the North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410. It must be received not later than the closing date or if mailed postmarked by closing date. NOTE: Information that must be provided when applying for a technician position is as follows: announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications. For more information, call 1-800-621-4136 ext.6172/6431.

QUALIFICATIONS REQUIREMENTS: Must have twelve months specialized experience which demonstrates that the applicant has acquired the below listed KSA's. Education may be substituted for experience when applicable and the appropriate transcripts are submitted with application. In-service placement actions will be considered when applicable.

KNOWLEDGE, SKILLS and ABILITIES (KSA's)

Below are listed the KSA's for this position. Applicants MUST address each KSA individually in paragraph format by explaining any civilian and military work experience (with dates) that provided that KSA. It is REQUIRED that this statement be attached to the application. Failure to do so will result in the applicant not being considered for this position. For more information or assistance, call 1-800-621-4136 ext.-6172/6431.

1. Knowledge of regulations and procedures related to the type work performed.
2. Skill in communicating orally and in writing.
3. Knowledge of specialized procedures and technical application of the administrative work.
4. Skill in gathering information, compiling data and preparing reports.

CONDITIONS OF EMPLOYMENT: 1. Occupants of this position must maintain continuous military membership in the North Carolina Army National Guard (NCARNG). NCARNG status (military grade, MTOE or TDA assignment, MOS/SSI, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible MOS in the NCARNG shown under Military Assignment. 2. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program.

MILITARY ASSIGNMENT: Assignment to a compatible Enlisted position in the unit of employment is mandatory. Enl:(CMF 71, 92). [May be assigned as Platoon, Section, Squad or Team Leader in branch MOS appropriate to unit of employment.]

EVALUATION FACTORS USED: Personal interviews, review of application and the KSA Statement. (KSA statement will be evaluated by the Personnel Staffing Specialist to determine minimum qualifications and by the interview panel to determine the best qualified).

PRINCIPAL DUTIES AND RESPONSIBILITIES: Provides the parent unit senior FTS member and Detachment Commander status concerning training, logistics, personnel and detachment mobilization readiness requirements. Ensures the detachment develops, updates, and maintains appropriate mobilization plans. Duties include, but are not limited to, preparation of the detachment's feeder information required in mobilization reports and documents such as, transportation reports, load plans, movement plans, post mobilization training support, and alert rosters. Implements mobilization directives. Ensures the completion of security clearance requirements. Ensures incoming correspondence, regulations, and publications are reviewed, interpreted, and implemented. Serves as primary point of contact for detachment readiness feeder information. Ensures validity, currency, accuracy, and availability to parent unit. Provides training and assistance to detachment commander and detachment personnel on reporting procedures and other matters pertaining to readiness. Manages the military schools program of the detachment. Coordinates with parent unit and/or higher headquarters, to obtain quotas for personnel to attend schools (Service, NCO, Special, etc.). Monitors the expenditure of funds for additional training assemblies. Monitors use of school quotas, training support mandays, and other training resources when they are allocated to the detachment. Ensures school applicants are eligible to attend the schools and all prerequisites are met. Reviews training directives, operations, and SOP's. Prepares individual training records, mobilization plans, and readiness feeder reports. Prepares training schedules and plans for approval of the detachment commander and parent unit. Ensures the maintenance of training guidance and documents as required by higher headquarters. Prepares and/or reviews automated requests for orders. Prepares and reviews draft correspondence for approval by detachment commander or parent unit. Prepares information for training expenditure forecasts. Ensures coordination of all training programs for the detachment to include the scheduling of training areas, obtaining equipment and other materials required for testing of personnel and training scorer/evaluators or test officers. Ensures the procurement, design, reproduction, and distribution of a variety of training aids, map overlays, and transparencies that are necessary to detachment personnel for the efficient operation and training of the detachment. Requests, allocates, and monitors the usage of training ammunition for the detachment. Ensures ammunition requests are submitted and fully justified and in-keeping with authorization and issuance of ammunition. Forwards detachment request for training ammunition to parent unit. Ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Safeguards the building and its contents by developing building security plans, testing intrusion detection systems, and monitoring security procedures to determine if detachment members are adhering to guidelines. Serves as the automation terminal security officer (TSO) for the detachment. Coordinates with the janitor (when assigned) to ensure the building is cleaned and ready for use by organizations during their scheduled events. Determines the propriety of the purposes for requested use of the facility. Denies use of the building when the purpose for its use is improper or, if the requesting group has undesirable characteristics. Accounts for the monies received from armory rental and armory operating funds. Prepares armory financial status reports and forwards to higher headquarters. Manages the facility obligations, to include payments as required, for repairs and/or utilities. Maintains working relationships with local officials, clubs, etc., for a variety of purposes such as, armory security coordination with police, suitability investigations, armory rental, detachment participation in celebrations; or, fund raising drives, emergency operations and homeland security, and to provide public information about the National Guard. Works with community organizations to obtain support for the National Guard. Attends meetings as the National Guard representative to effectively coordinate the National Guard's participation in civic activities. Coordinates the recruiting and retention efforts of the detachment with full time Recruiting and Retention personnel. Performs recruiting duties to maintain the detachment at authorized strength. Establishes personal contact and maintains effective working relationships with assigned recruiters, public officials, civic groups, veterans' organizations, schools, active duty recruiters and other organizations and groups. Participates in school activities such as, "career days", for the purpose of informing individuals and groups of the benefits in joining the National Guard. In the absence of assigned janitorial staff works, with other assigned full time support personnel, to care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Provides day-to-day supervision for AGR soldiers and dual status technicians. Prioritizes and assigns work to subordinates. Coordinates with higher level supervisors to fill vacancies. Incumbent refers problems to the proper command level to be solved. Ensures all employees are trained to complete day-to-day operations. Supervises contract or state employees as required. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS: 1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories; Male or Female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; White, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs. 2. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15. 3. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date. 4. Males born on or after 1 January 1960 must be registered with the selective service in order to be considered for federal employment. 5. This position will be filled temporary indefinite. Individual selected may be terminated from employment upon receipt of a 30-day notice. 6. If the position becomes permanently funded the selected individual may be non-competitively converted to a permanent employee.

DISTRIBUTION: A, B, C-2, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-1, AGAV-1, AGCS-3, DCSANG-1, DCSLOG/G4-4, DCSOI-3, DCSPER-3, FMCB-2, IG-1, SCMS-1, SRAA-1, VCSOP-1

INFORMATION SUBMITTED WILL BE USED ONLY IN ACCORDANCE WITH THE PRIVACY ACT OF 1974

THE NORTH CAROLINA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER